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25 JAN 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending  
22 January 1971

1. Verification of Creditable Retirement Service as Authorized Under Social Security Statute Effective 31 December 1970: The 31 December 1970 amendment to the Social Security Statutes of 1954 imposes a number of requirements on this Office and the Office of Finance in terms of readjudication of on-board staff and non-staff employee service records. The act further permits annuitants and survivor annuitants to request recomputation of their annuities to include credit for Social Security covered Federal employment service after 1 January 1955.

Representatives of our Retirement Affairs Division and Contract Personnel Division met with Office of Finance representatives this week and agreed on procedures and relative priorities to complete employee file reviews.

We have completed our review of our CIARDS annuitant and survivor annuitant service records and confirmed that ten annuitants and one survivor annuitant had contract employee service which upon their request may now be credited for retirement purposes. Letters

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of notification to these individuals inviting them to submit requests for recomputation of their annuities have been drafted.

2. Position Classification:

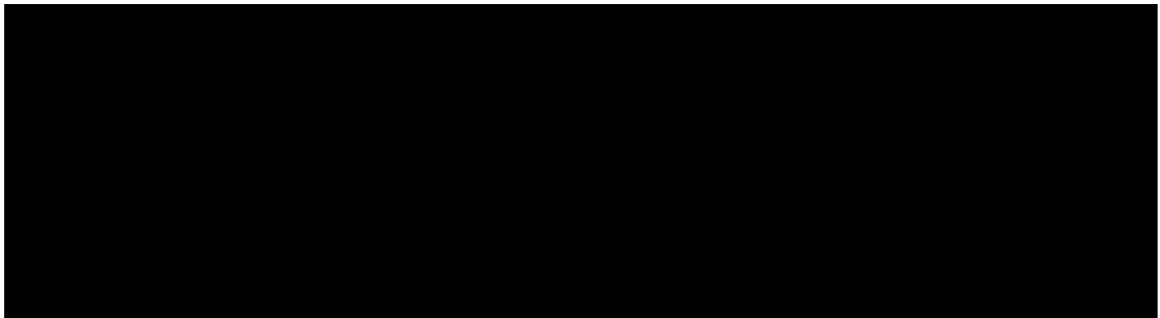
a. Initial discussions were held with officials of the Covert Communications Division, Office of Communications, in preparation for a survey of 100 positions.

b. Standard job descriptions for Intelligence Officer (Foreign Documents) and for [REDACTED] have been developed and submitted to the component for approval.

c. A meeting was held with the Deputy Chief of WH Division to discuss the proposed survey of WH Foreign Field Stations.

3. Move of OP Components to [REDACTED] The Deputy Director of Personnel for Plans and Control, Plans Staff, Review Staff, Position Management and Compensation Division, Qualifications Analysis Branch and the Statistical Reporting Branch of the Control Division completed their relocation to the [REDACTED] on Saturday, 23 January.

4. Air Force Activities: [REDACTED] Chief, Military Detail Branch/Military and Mobilization Personnel Division, visited



/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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